

2ND QUARTER TRAINING CALENDAR 2022

Masks will be required and social distancing will be in place.

For more information about the calendar, available courses, or to enroll in a course, please register online or contact Training & Organizational Development at (314)622-5763. Unless otherwise noted, all courses are held at the Carnahan Courthouse, 1114 Market Street, St. Louis, Mo 63101.

Mandatory Courses**APRIL-JUNE****2022**

| COURSE NAME: | DATE: | DAY OF WEEK: | TIME: | Room #: | Instructor: |
|------------------------------------------|------------------------|--------------|----------------|------------------|---------------|
| ETHICS | | | | | |
| | April 5th | Tuesday | 9:00am-12:00pm | Carnahan: Rm 929 | Ryan Branson |
| | April 21st | Thursday | 9:00am-12:00pm | Carnahan: Rm 929 | |
| | May 12th | Thursday | 9:00am-12:00pm | Carnahan: Rm 929 | |
| | May 27 th | Friday | 9:00am-12:00pm | Carnahan: Rm 929 | |
| | June 8 th | Wednesday | 9:00am-12:00pm | Carnahan: Rm 929 | |
| | June 22nd | Wednesday | 9:00am-12:00pm | Carnahan: Rm 929 | |
| HARASSMENT/ DISCRIMINATION /SOCIAL MEDIA | | | | | |
| | April 7th | Thursday | 9:00am-12:00pm | Carnahan: Rm 929 | Ryan Branson |
| | April 19 th | Tuesday | 9:00am-12:00pm | Carnahan: Rm 929 | |
| | May 5 th | Thursday | 9:00am-12:00pm | Carnahan: Rm 929 | |
| | May 25 th | Wednesday | 9:00am-12:00pm | Carnahan: Rm 929 | |
| | June 1 st | Wednesday | 9:00am-12:00pm | Carnahan: Rm 929 | |
| | June 16 th | Thursday | 9:00am-12:00pm | Carnahan: Rm 929 | |
| NEW EMPLOYEE ORIENTATION | | | | | |
| | April 4 th | Monday | 1:00pm-4:00pm | Carnahan: Rm 919 | Raquel Cooper |
| | April 20 th | Wednesday | 9:00am-12:00pm | Carnahan: Rm 919 | |
| | May 4 th | Wednesday | 9:00am-12:00pm | Carnahan: Rm 919 | |
| | May 19 th | Thursday | 1:00pm-4:00pm | Carnahan: Rm 919 | |
| | June 2 nd | Thursday | 9:00am-12:00pm | Carnahan: Rm 919 | |
| | June 13 th | Monday | 1:00pm-4:00pm | Carnahan: Rm 919 | |

WORKPLACE VIOLENCE PREVENTION (ADM REG 142)

| | | | | | |
|--|------------------------|-----------|----------------|------------------|---------------|
| | April 6 th | Wednesday | 9:00am-12:00pm | Carnahan: Rm 919 | Raquel Cooper |
| | April 18 th | Monday | 1:00pm-4:00pm | Carnahan: Rm 919 | |
| | May 6 th | Friday | 9:00am-12:00pm | Carnahan: Rm 919 | |
| | May 23 rd | Monday | 1:00pm-4:00pm | Carnahan: Rm 919 | |
| | June 9 th | Thursday | 9:00am-12:00pm | Carnahan: Rm 919 | |
| | June 21 st | Tuesday | 1:00pm-4:00pm | Carnahan: Rm 919 | |

Mandatory Courses**APRIL-JUNE****2022**

COURSE NAME:

DATE:

DAY OF WEEK:

TIME:

Room #:

Instructor:

DEFENSIVE DRIVING (ONLY IF REQUIRED)

| | | | | | |
|--|------------------------|-----------|----------------|------------------|---------------|
| | April 11 th | Monday | 12:30pm-4:30pm | Carnahan: Rm 919 | Raquel Cooper |
| | April 22 nd | Friday | 12:30pm-4:30pm | Carnahan: Rm 919 | |
| | May 11 th | Wednesday | 9:00am-1:00pm | Carnahan: Rm 919 | |
| | May 26 th | Thursday | 12:30pm-4:30pm | Carnahan: Rm 919 | |
| | June 3 rd | Friday | 9:00am-1:00pm | Carnahan: Rm 919 | |
| | June 23 rd | Thursday | 12:30pm-4:30pm | Carnahan: Rm 919 | |

HIPAA (ONLY IF REQUIRED)

| | | | | | |
|--|------------------------|---------|----------------|------------------|----------------|
| | April 15 th | Friday | 9:00am-10:30am | Virtual Training | Brian Champion |
| | May 6 th | Friday | 9:00am-10:30am | Virtual Training | |
| | June 21 st | Tuesday | 9:00am-10:30am | Virtual Training | |

Mandatory Courses (Managers & Supervisors)

APRIL-JUNE

2022

| COURSE NAME: | DATE: | DAY OF WEEK: | TIME: | Room #: | Instructor: |
|----------------------------------------------------------------------------------------------|------------------------|--------------|----------------|------------------|------------------|
| CITY POLICIES & PROCEDURES (INCLUDES SERVICE RATING MANUAL & ADMINISTRATIVE REGULATION #117) | | | | | |
| *MUST BE ABLE TO ATTEND BOTH DAYS OF CLASS* | | | | | |
| | April 13 th | Wednesday | 9:00am-1:00pm | Carnahan: Rm 919 | Raquel Cooper |
| | April 14 th | Thursday | 9:00am-1:00pm | Carnahan: Rm 919 | |
| | April 26 th | Tuesday | 9:00am-1:00pm | Carnahan: Rm 919 | |
| | April 27 th | Wednesday | 9:00am-1:00pm | Carnahan: Rm 919 | |
| | June 28 th | Tuesday | 9:00am-1:00pm | Carnahan: Rm 919 | |
| | June 29 th | Wednesday | 9:00am-1:00pm | Carnahan: Rm 919 | |
| EFFECTIVE SUPERVISOR PRACTICES (ESP) ***MUST BE ABLE TO ATTEND ALL 6 DAYS OF CLASS*** | | | | | |
| | May 3 rd | Tuesday | 9:00am-1:00pm | Carnahan: Rm 929 | Ryan Branson |
| | May 10 th | Tuesday | 9:00am-1:00pm | Carnahan: Rm 929 | |
| | May 17 th | Tuesday | 9:00am-1:00pm | Carnahan: Rm 929 | |
| | May 24 th | Tuesday | 9:00am-1:00pm | Carnahan: Rm 929 | |
| | May 31 st | Tuesday | 9:00am-1:00pm | Carnahan: Rm 929 | |
| | June 7 th | Tuesday | 9:00am-1:00pm | Carnahan: Rm 929 | |
| DRUG & ALCOHOL | | | | | |
| | April 5 th | Tuesday | 9:00am-12:00pm | Carnahan: Rm 919 | Sylvia Donaldson |
| | May 2 nd | Monday | 1:00pm-4:00pm | Carnahan: Rm 919 | |
| | June 16 th | Thursday | 9:00am-12:00pm | Carnahan: Rm 919 | |

Elective Courses (Open to ALL City Employees)

APRIL-JUNE

2022

| COURSE NAME: | DATE: | DAY OF WEEK: | TIME: | Room #: | Instructor: |
|-----------------------------------------|------------------------|--------------|----------------|------------------|---------------|
| DIVERSITY EQUITY & INCLUSION | | | | | |
| | May 16 th | Monday | 1:00pm-4:00pm | Carnahan: Rm 919 | Raquel Cooper |
| COACHING CONVERSATION | | | | | |
| | April 12 th | Tuesday | 9:00am-12:00pm | Carnahan: Rm 929 | Ryan Branson |
| THE SAFE ZONE | | | | | |
| | April 8 th | Friday | 1:00pm-4:00pm | Carnahan, Rm 919 | Raquel Cooper |
| EFFECTIVE COMMUNICATION | | | | | |
| | May 18 th | Wednesday | 9:00am-12:00pm | Carnahan: Rm 929 | Ryan Branson |
| TAKING CONTROL OF CONFLICT | | | | | |
| | June 14 th | Tuesday | 9:00am-12:00pm | Carnahan: Rm 929 | Ryan Branson |
| WORK-LIFE BALANCE | | | | | |
| | June 15 th | Wednesday | 9:00am-12:00pm | Carnahan: Rm 929 | Raquel Cooper |